

October 6, 2006

The Denver Water Department, Denver, Colorado is pleased to send out this Request for Proposal (RFP) for Denver Water's Development of a Master Plan for Bluegrass Conversion, Phase I. All Proposals received by Denver Water, postmarked or delivered by October 25, 2006 at 4:00 p.m., will be carefully reviewed by our review committee and will receive equal consideration.

Proposals should be mailed to or delivered to:

Denver Water Purchasing
1600 West 12th Avenue, Building No. 12
Denver, Colorado 80204-3412
Attention: Andy Spaulding

Proposals postmarked or delivered after October 25, 2006 will not be considered. If necessary, the field will be narrowed by a review committee. The RFP review process should be completed by November 1, 2006. The Director of Public Affairs will make the final determination of which supplier can meet Denver Water's needs. The supplier will be required to sign Denver Water's contract documents and begin at a date set by the Local Government Conservation Coordinator.

If you have any questions concerning the attached RFP, please contact Donna Pacetti, Local Government Conservation Coordinator at 303-628-6327 or at donna.pacetti@denverwater.org.

Sincerely,

Andy T. Spaulding
Manager of Purchasing

ATS/mmww

Attachment

**REQUEST FOR PROPOSAL (RFP)
10611A**

**FOR DENVER WATER'S
DEVELOPMENT OF A MASTER PLAN
FOR BLUEGRASS CONVERSION, PHASE I**

October 5, 2006

**Submit Proposal by October 25, 2006
by 4:00 P.M. Mountain Standard Time to:**

Denver Water Purchasing
1600 West 12th Avenue, Building 12
Denver, CO 80204-3412
Attention: Andy Spaulding

REQUEST FOR PROPOSAL (RFP)
FOR DENVER WATER'S
DEVELOPMENT OF A MASTER PLAN
FOR BLUEGRASS CONVERSION, PHASE I

SECTION I
INSTRUCTIONS FOR RESPONDING TO RFP

- A. Proposal must be received no later than **October 25, 2006, 4:00 p.m. Mountain Standard Time**. Proposal must be in the format noted, for evaluation purposes. Denver Water reserves the right to disqualify any Proposal submitted incorrectly.
- B. Submit Proposals to: Denver Water Purchasing
1600 West 12th Avenue, Building 12,
Denver, CO 80204-3412
Attention: Andy Spaulding
- C. Submit one original and three (3) copies of Proposal.
- D. Contact Persons:
 - 1. For copies of RFP or for directions to Denver Water Purchasing:

Purchasing's Contract Line:
303-628-6361
 - 2. For questions concerning the content of the RFP:

Donna Pacetti
Local Government Conservation Coordinator
303-628-6327
Donna.pacetti@denverwater.org

SECTION II GENERAL INFORMATION

INTRODUCTION:

Denver Water is an independent City agency providing water to the citizens of the City and County of Denver and those surrounding areas that have water service contracts with Denver Water. Denver Water has approximately 1,000 employees and provides water to over one million people. Denver Water is non-union, and its administration complex is located at 1600 West 12th Avenue, Denver, Colorado 80204.

OVERVIEW:

The Denver Water Department is issuing this RFP for development of a master plan for bluegrass conversion of six Denver parks within the Platte River and Bear Creek Districts. Tasks will include creating an evaluation tool for analyzing parks, assessment and selection of parks, draft concept designs for public review, final individual plans, and an implementation plan.

BACKGROUND:

Denver Water and the City and County of Denver share the goal of significantly reducing the consumption of water for public facilities and landscapes, such as Denver's parks. Denver's traditional urban park system covers close to 4,000 acres with mature trees, shrubs, and bluegrass turf and currently consumes around 1.6 billion gallons of water a year.

Denver Parks and Recreation's primary water conservation goals are to upgrade its irrigation systems and to improve management of the systems in order to preserve established trees and landscapes that are both functional and historic. Opportunities exist across the system to convert existing bluegrass turf to more varied, less water-consumptive grasses and plants. The result could be a richer experience for the public while saving water.

Each of Denver's parks has been designed individually with specific aesthetic, recreational, and experiential goals; some of these designs and parks are historically significant and protected. The plant materials, trails, and amenities are designed to encourage and control how people move through and use the park spaces. In addition, each park has an existing irrigation system designed for its current turf, shrubs, and trees. Denver's Parks have changed and evolved over time. Adequate planning is necessary to ensure thoughtful and welcome change.

A number of issues must be addressed before major areas of bluegrass can be converted. The systems must be modified and rezoned to accommodate the changes in watering needs. A public process is required for community input before any major change is made to a park's landscape or uses.

This RFP is for the first of many phases necessary to complete a master plan for bluegrass conversion for the entire Denver metro area. Denver Water's plan is to start with Denver Parks, then move on to other parts of the metro area. These converted natural areas could create a park system that ties areas together into a contiguous, diverse park system that can be more enjoyable for all.

In order for Denver Water and Denver Parks and Recreation to move ahead smoothly and steadily in a joint program to convert bluegrass areas and to ensure quality landscapes that are well-received, it would be invaluable for this planning work for Denver parks to be completed as soon as possible. The final report should be completed by February 15, 2007.

TERMS AND CONDITIONS:

This RFP is open to all parties that have performed work similar to the work described. This RFP does not commit DW to award a contract. DW will not pay any costs incurred in the preparation of a Proposal in response to this RFP. DW reserves the right to modify or withdraw this RFP, to negotiate with qualified Bidders, to reject any and all responses, and to terminate negotiations at any time.

Should DW desire to enter into a contract for these services, Contractor must sign an Agreement (sample attached).

EVALUATION PROCESS:

- A. Proposals shall be evaluated by specific criteria set forth in this RFP. All Proposals considered “responsive” shall be evaluated for completeness of data provided, support for all claims made, and the overall approach taken. The objective is to select the contractor, through the outlined evaluation process, whose Proposal is judged to be in the best interest of Denver Water.
- B. Denver Water may reject Proposals if:
 - 1. The contractor misstates or conceals any material fact.
 - 2. The Proposal does not strictly conform to the law or requirements.
 - 3. The Proposal is conditional.

Proposals that are deemed incomplete or non-conforming with instructions and requirements of the RFP may not be given further evaluation. Denver Water reserves the right to reject any or all Proposals.

- C. Responsive Proposals:

Proposals considered “responsive” will be catalogued and distributed to the Local Government Conservation Coordinator for review and evaluation. The Local Government Conservation Coordinator will review all responsive Proposals and recommendations. She will make a recommendation to the Director of Public Affairs, who will make the final hiring decision.

- D. Evaluation Criteria:

The following criteria shall be used in the technical evaluation of the Proposals:

The scale of the criteria is from 1 to 10, with 1 being a poor rating and 10 being an outstanding rating. All criteria will be multiplied by the associated weight to give a weighted criteria score. The weighted criteria scores will be summed for a cumulative score. The maximum possible cumulative score is 100.

WEIGHT	CRITERIA	STANDARD
3	Project Approach	Does the Bidder demonstrate in the proposal an overall understanding of the goals of this program?
2	Proposal Complete	Does the proposal follow the Scope Of Work in this request and address all the work/information outlined?
3	Qualifications and Experience	Does the Bidder have the relevant experience in performing water analyses of this type and size? Does the Bidder have the appropriate support capabilities to meet the demands of the project?
1	Motivation/ Availability	Is the firm interested and are they capable of doing the work in the required time frame? What steps will be taken to insure the schedule is met?
1	Cost and Work Hours	Do the work hours presented accurately reflect the level of effort to complete each project task? How do the labor and overhead costs compare to other Bidders?

SECTION III SCOPE OF WORK

A. The Contractor will work with staff from Parks and Recreation Natural Resources, Planning and Parks Divisions and DW staff on all aspects of the plan. Parks and Recreation will provide existing plans, as necessary.

B. Tasks:

1. Development of Criteria for Conversions. The contractor will create an evaluation tool to be used in analyzing individual parks, including criteria such as access, uses, historic designation, microclimate, topography, etc.
2. Assessment and Selection of parks within Denver Park's Platte River District (Exhibit A) and Bear Creek District (Exhibit B). This includes:
 - a) Identification and selection of potential parks
 - b) Assessment of those identified parks
 - c) Suggested order of park conversions for each District.

Note: From the contractors recommendations, Denver Water and Denver Parks and Recreation will make the final selection of up to three parks from each district for a total of up to six parks that will move on to next tasks.

3. Draft Concept Designs for Public Review. The contractor will do quick, effective concept sketches or drawings for these parks. The Public Review process will be conducted by Denver Parks and the contractor after completion of the final report.
4. Finalized Individual Plans. The contractor will produce concept designs, planting plans, and irrigation modification/designs for the six sites selected.
5. Implementation Plan. The contractor will provide cost estimates for all work at the six sites.
6. Final report will include:
 - a) Criteria matrix for assessing potential conversion areas
 - b) Map/list of conversion projects in the two Districts
 - c) Individual park concept plans; planting plans; irrigation modification plans for the six selected parks
 - d) Implementation plan and construction estimates for the six selected parks.

SCHEDULE

Task	10/2006	12/2006	2/15/2007
Hire Contractor			
Task 1			
Task 2			
Task 3			
Task 4			
Task 5			
Task 6			

SECTION IV
COMPLETION OF PROPOSAL TO RFP

REQUIRED INFORMATION:

A. Format:

To ensure consistency, Proposals must conform to the following format:

1. Cover Letter
2. Table of Contents
3. Sections
 - a. Introduction
 - b. Qualifications
 - c. Other Information
 - d. References
 - e. Methodology/Proposed Work Plan
 - f. Timetable
 - g. Pricing

Section a – Introduction

This section must contain information about the contractor's experience and background. Include complete information regarding experience with this type of study, number of years, number of employees, etc.

Section b – Qualifications

This section must include the following information:

- Name of company responding to this RFP.
- Length of time in business.
- Education and experience of each of the individuals who will be working on this project.
- Past experience with similar projects (include project description, completion date, location, measurable results and contacts).
- Types of services offered.
- An annual report, if the proposing company is a publicly traded entity.

Section c – Other Information

Additional information not included in Qualifications.

Section d – References

Provide a minimum of two (2) references including contact person, phone number, address, description of service performed, and date of service (include local contacts).

Section e - Methodology/Proposal Work Plan

Describe how you would complete project with a specific work plan. Include estimated hours for each of the major tasks.

Section f – Timetable

Propose timetable for completion of project.

Section g – Pricing

Submit Pricing per Scope of Work and hourly price.